

25 March 1947

~~SECRET~~CENTRAL INTELLIGENCE GROUPREFERENCE BRANCH, OR&EStatement of Mission

The Reference Branch has been established in order to centralize various reference functions related to the intelligence activities of the United States Government, and to provide a reference library for CIG. Records will be maintained of all available intelligence information sources, intelligence information, and intelligence in order to provide ready accessibility thereto. This Branch serves as Reference Center for CIG and the member agencies.

OFFICE OF THE CHIEF

The Office of the Chief is given the responsibility to establish the central reference activities for CIG and the member agencies, and is charged with maintaining all appropriate liaison, administration and policy making activities.

The Office of the Chief will:

1. Establish a machine operations center for appropriately and efficiently recording and filing intelligence information and intelligence in a readily accessible state for later listings, tabulations and statistical reporting by machine research techniques for CIG and the member agencies.
2. Establish a central reference repository for intelligence documents and materials for the primary use of CIG offices, and particularly for the use of the Office of Reports and Estimates.
3. Establish central record files of the actual location of all potential intelligence sources and existing intelligence documentary materials pertaining to the national security (whether immediately accessible within CIG or available elsewhere).
4. Represent the Reference Branch in all major inter-office and inter-agency coordination, correlation and functional activities.
5. Establish an Executive Staff, Coordinating Staff and functional offices for carrying out those aspects of the mission of the Reference Branch outlined below:

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EXECUTIVE STAFF

The Executive Staff will:

1. Coordinate administrative procedures of the Reference Branch, including the establishment of tables of organization; personnel administration; budgetary, space and property and equipment allocations; and security and other regulations.
2. Prepare administrative reports for the signature of the Chief as required.

COORDINATING STAFF

The Coordinating Staff will:

1. Coordinate the employment of machine facilities and services to satisfy administrative requirements as they develop within CIG, and to satisfy intelligence requirements calling for special machine techniques and methods in CIG and its member agencies.
2. Coordinate the establishment of appropriate record files to enable prompt and efficient location of any documentary material when and as requested. These records are to include information relative to the accessibility, quantity and nature of information existing in libraries and documentary material centers in the Washington area and elsewhere.
3. Initiate and secure inter-office and inter-departmental coordination in the fields of foreign intelligence of interest to the Reference Branch.
4. Coordinate activities between machine operations and library functions within the Reference Branch.

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**SECRET**CONTACT CONTROL REGISTER

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Statement of Mission

In implementing the policies established by CIG Directive No. 15 and supplemental Directive No. 1 thereto, the mission of the Contact Control Register is hereby established as follows:

The Contact Control Register will:


1. Record, by machine techniques, pertinent information regarding all potential and actual sources of foreign intelligence available within the United States and its possessions.
2. Record, in detail, the nature and extent of the foreign intelligence potential of each such source.
3. Speedily locate for participating agencies any source in the United States capable in fact of supplying specific intelligence information to satisfy particular requirements as they develop.
4. Maintain complete dossiers on all sources to augment the information contained in the machine records and to refine the selectivity of the machine searching technique.
5. Supply, upon request, details of the background of any recorded source.
6. Maintain in the CIG, files of all contact records and indicate limitations or freedom to contact any individual, business concern or other non-government organization in order to prevent duplicate interviews for the same information with any one source.
7. Maintain current records of security "name checks" of all active or potential sources, thus providing a ready estimate of the reliability of each source.
8. Insure, by appropriate codes, the anonymity of each source.
9. Survey the Register at regular intervals to ascertain the scope and extent of the foreign intelligence potential of sources within the United States.
10. Prepare statistical reports and calculations on the points of strength and weakness in domestic source coverage and bring all inadequacies to the attention of appropriate authorities for remedial action.
11. Check the completion of degree of satisfaction of certain standing requirements and collection directives.
12. Apprise the interested offices and agencies of the content and general capabilities of the Register.

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**SECRET**BIOGRAPHICAL INTELLIGENCE REGISTERStatement of Mission

In implementing the policies established by CIG Directive No. 16,  
the mission of the Biographical Intelligence Register is hereby established  
as follows: 25X1X2

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**SECRET**CENTRAL INDEX

The Central Index will:

1. Index, by business machine procedures the subject matter of all available reports, and other documents, of a foreign intelligence nature.
2. Locate and identify upon request all available intelligence materials pertaining to any specific foreign subject or area.
3. Analyze the Index at regular intervals to determine superabundance or dearth of available documentary foreign intelligence on any subject of interest to the national security.
4. Apprise the pertinent offices of the results of such analyses for appropriate action.
5. Prepare and distribute accession lists of all newly acquired, important foreign intelligence documents.
6. Provide, upon request, complete bibliographies of available intelligence material on any specific foreign subject or area.
7. Maintain and analyze the IBM card files of Foreign Funds Control and similar special IBM files for listings and statistical intelligence information, within the capabilities and physical limitations of the Reference Branch.
8. Acquire, code and process the special U.S. Bombing Survey Reports and similar special documentary files within the limits set down by responsible intelligence and research offices, and limited only by the capabilities and physical limitations of the Reference Branch.

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INTELLIGENCE DOCUMENTS

## Intelligence Documents will:

1. Classify and catalogue all intelligence documents of a foreign intelligence nature available to CIG.
2. Maintain one copy each of such documents for permanent reference file and a second copy (when available) for limited loan purposes.
3. Establish efficient procedures for the prompt documentation of single copy items, received by OC&D, upon arrival in the Reference Branch.
4. Initiate the procurement of reference material for use of the research branches, in ORE.
5. Provide the Central Index with the cataloguing information required for the preparation of accession list IBM cards.
6. Provide the Central Index with classification information and a RMD breakdown on every document processed by OC&D.

GRAPHIC MATERIALS

## Graphic Materials will:

1. Operate a central reference and loan file of charts, maps and blueprints required for intelligence purposes and a complete index of all graphic materials, their location and availability to the Reference Branch for CIG and member agencies.
2. Establish and maintain a central reference and loan file and a single index of available intelligence films throughout the government agencies and elsewhere.
3. Set up a central pictorial records reference and loan file and produce the required classification information for maintaining the Central Index machine records on available photographs.

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